

Off-Campus Site Approval Form

(Use a separate form for each site approval request.)

General Information

Institution: _____

Site/Building Name: _____

Site Address: _____

County Code (5 digit) _____

Proximity to Main Campus in Miles:_____

Is site within:

_____ designated service area

_____ expanded service area

_____ not within service area (attach institutional agreements or provide explanation)

Intended use is expected to be: short term (one year or less)

long term (greater than one year)

Building Square Feet: _____

Lot Size (if applicable): _____

Justification for Site Approval

Please provide a detailed justification of need, and an explanation of the intended purpose for this proposed site. The justification should include a detailed overview of community and employer support, projected demand, and external financial support for the project as applicable. Please use attachments as needed.

This image shows a full page of primary-ruled paper. It features ten sets of horizontal lines across the page. Each set consists of a solid top line, a dashed middle line, and a solid bottom line, providing a guide for letter height and placement. The paper is otherwise blank, with no margins or additional markings.

Identify the population(s) served: _____

Estimated number to be served during first semester:

Degree Credit

CEUs

____ Headcount

____ Headcount

____ FTE

Cost Factors

Estimate **all costs** to be incurred by the implementation of the proposed site for the **first year**. Please attach additional documentation to this form as needed to fully disclose all projected costs.

Expense:

Number of faculty used: ____existing F/T ____adjunct ____new F/T for site only

Estimated instructional costs: \$ _____

Cost of rental/lease: (if applicable) \$ _____

Term of lease: (if applicable) _____

Estimated cost of utilities: (if applicable) \$ _____

Other (equipment, maintenance, etc.) \$ _____

Anticipated external funds to cover initial start-up costs \$ _____

Signatures

Institution

TBR / UT

THEC

Date:

Date:

Date: